

Creating Calculated Columns: Minimum/Maximum

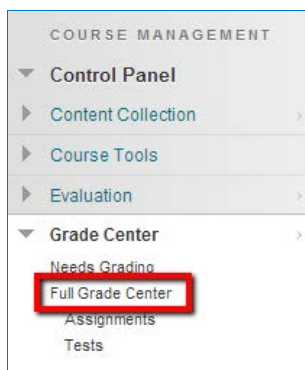
A Minimum or Maximum Grade column displays either the minimum or maximum grade for a selection of columns. This column can be displayed to the students or just to the Instructor.

In creating a Minimum/Maximum Grade column, you can select from the following:

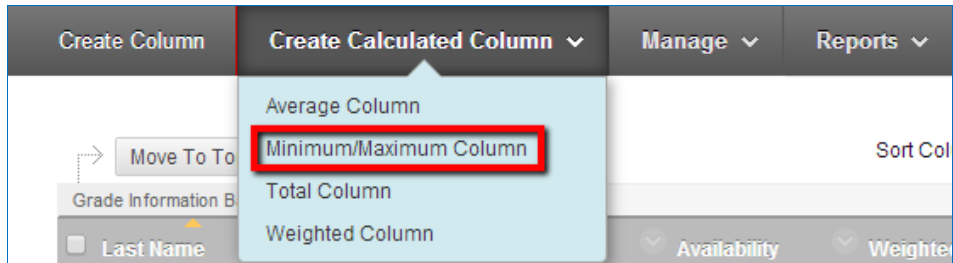
- **All Grade Columns:** All individual grade columns added to the Grade Center.
- **Grade Columns in a Grading Period:** All Grade Columns that have been added to a grading period, if Grading Periods are enabled for the course.
- **Selected Columns and Categories:** Any grade columns and any or all categories. For instance, you may choose to find the minimum scores of all the tests from a grading period.

To create a Minimum or Maximum calculated column:

1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Point to or click the **Create Calculated Column** icon on the action bar of the Grade Center, then select **Minimum/Maximum Column** from the menu.



3. Enter the Column Information as follows:

1. Column Information

* Column Name **A**

Grade Center Name **B**
Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description **C**

This is the highest grade in the Assignments category.

Path: p

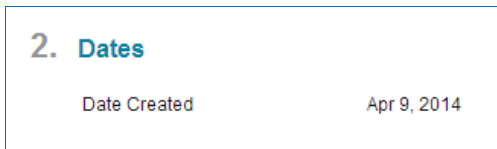
Primary Display **D**
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display **E**
This display option is shown in the Grade Center only.

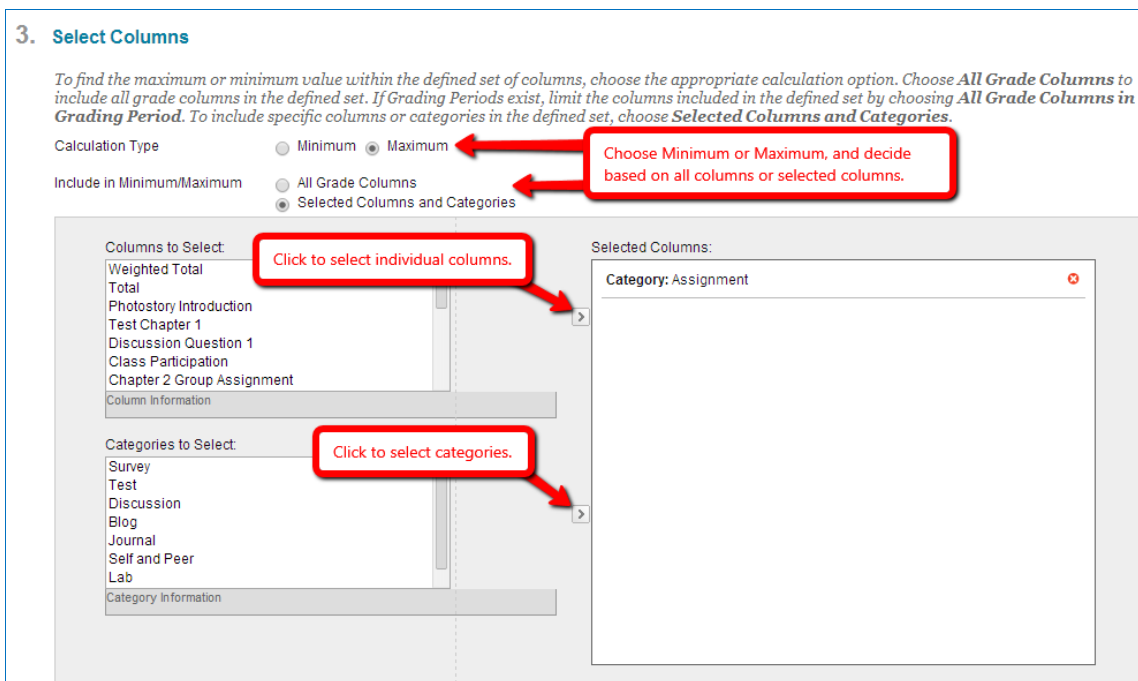
- A. **Column Name (required):** The Column Name is a formal name for the item which is displayed in the Grade Details page and My Grades for students. For this type of calculated column, the name should indicate whether the column displays maximum or a minimum.
- B. **Grade Center Name (optional):** This replaces the Column Name in the Grade Center grid and in My Grades (student view). This field allows a maximum of 15 characters to display in the column header. If left blank, the column will display up to the first 15 characters of the Column Name.
- C. **Description (optional):** The Description is an optional field. It can help instructors and other graders identify the column. The Description is visible to students in My Grades; they access it by clicking the **Details** button.


- D. **Primary Display (required):** This is the format of the grade displayed in both the Grade Center and My Grades (student view). The default format for a Minimum/Maximum column is Percentage. You can choose the format you prefer from the list: Score, Letter, Text, Percentage or Complete/Incomplete. For Letter display, additional letter schemas can be added.
- E. **Secondary Display (optional):** This selection displays a secondary format for a column in the Grade Center. The Secondary Display is denoted by parentheses and is visible only by Instructors.

4. The Dates section displays the Date Created, derived from the computer's system time.



5. The Select Columns section allows you to choose whether the column will calculate a minimum or maximum, and to specify from which columns it will calculate.



Add any columns or categories by selecting them and clicking the appropriate right-point arrow: upper for columns, lower for categories. To remove an item from the Selected Columns box, click its red  icon.

6. Section 4, Options, is where you choose access for users:

4. Options

Select **No** for the first option to exclude this Grade Center column in My Grades. Select **Yes** for the third option to show column statistics.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

- **Include this Column in Grade Center Calculations:** Makes the column available for use in other calculations.

***IMPORTANT:** Please note that choosing **Yes** to this option does not duplicate scores. It simply makes the item visible in the Columns to Select box for other calculated columns.*

- **Show this Column to Students:** Shows or hides the column in the students' My Grades view.
- **Show Statistics (average and median) for this Column to Students in My Grades:** Shows the Total Points column statistics in My Grades.

***NOTE:** For courses with small enrollment (e.g., four graduate students), instructors may not wish to enable statistics, as students may be able to deduce who received what grade.*

7. Click **Submit** to save the new column and return to the Full Grade Center.

5. Submit

Click **Submit** to proceed. Click **Cancel** to quit.

Cancel

Submit

The new column will appear on the far right of the Grade Center grid, or sorted in whatever order you have imposed on the columns.